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Class Specifications
for the Class:

COOK IV

Duties Summary:

Supervises the overall cooking operations in a large kitchen, including supervision over cooks in charge of the various work shifts, and responsibility for maintaining the kitchen in proper order; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the first full supervisory level in the series.

This class differs from that of Cook III in that the Cook IV has charge of the overall cooking operations in a kitchen having several cooking stations serving a large number of meals, and spends a predominant amount of time in planning, organizing, directing, and coordinating cooking activities, including supervising cooks who are in charge of the various work shifts; whereas the Cook III has charge of cooking operations during an assigned work shift and supervises and participates in cooking activities.

Examples of Duties:

Plans, organizes, directs, and coordinates the work of cooks and other kitchen employees; reviews work schedules of employees; trains and instructs cooks in the performance of tasks; checks menus and secures sufficient raw foods for cooking purposes; organizes work and utilizes food supplies to make most economical use of food; insures that cooking is completed by the designated meal times; inspects kitchen areas to insure that employees adhere to proper sanitation and safety practices; submits requisitions for supplies and equipment; reviews and evaluates the work performances of employees; may plan or revise menus; and may occasionally perform cooking activities.

Minimum Qualification Requirements:

Experience and Training: Four (4) years of experience in quantity cookery, of which two (2) years shall have been as a fully competent cook and shall have included some supervisory work experience over other fully competent cooks involving planning and scheduling their work, assigning and reviewing their

work, and providing training; or an equivalent combination of experience and training.

Knowledge of: Kitchen management; quantity cookery; the use and care of cooking utensils and equipment; kitchen safety and sanitation requirements; principles and practices of supervision; menu planning; food purchasing and storage.

Ability to: Plan, organize, direct, and coordinate cooking activities; estimate amounts of food necessary to meet menu requirements; arrange and maintain work schedules; get along well with others; tolerate kitchen heat; maintain appropriate records and files.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

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This is an amendment to the specification for the class COOK IV approved on October 19, 1955, and minimum qualification specifications approved on August 3, 1965.

DATE APPROVED: 1/30/85

JAMES H. TAKUSHI
Director of Personnel Services